RESEARCH

Principals of Research

Principles of Research

1. Resources/References
2. Status (record in MCTFS)
3. Remarks
4. Diary Feedback/Advisory
5. Appropriate action
6. Summary

Resources / References

- Codes Manual**
- APSM (Pay Manual)*
- DOD FMR Vol 7**
- PRIUM (Remarks Appendix D)**
- JFTR (Joint Federal Travel Regs)**
- (BAH is now located in JFTR vice DOD FMR Vol 7)
- Software Release Notices (PRIUM, APSM, DOD FMR may not be updated)***
- MCRAMM (reserves)*
- Diary Retrieval/Advisories***

* important

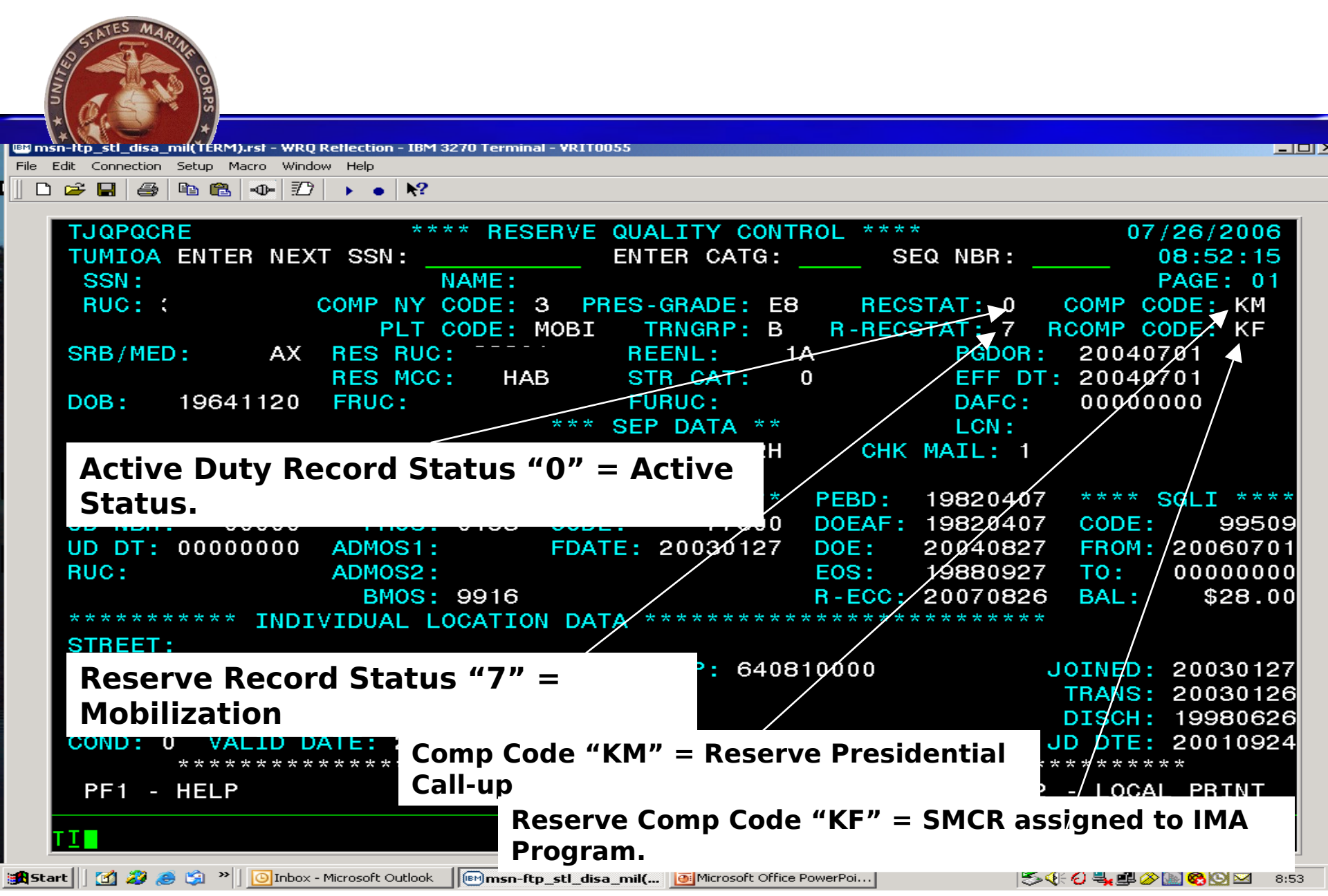
** very important

*** Critical

Status

To determine Status look at the record in MCTFS using the references notes. This will give you the ‘general’ status of the record. Getting into individual remarks will give a more detail status.

Record Status	**Codes Manual**
Reserve Record Status	**Codes Manual**
Comp Code	**Codes Manual**
Reserve Comp Code	**Codes Manual**
Active Pay Status	**APSM Appendix B**
Reserve Pay Status	**APSM Appendix B**


msn-ftp_stl_disa_mil(TERM).rst - WRQ Reflection - IBM 3270 Terminal - VRIT0055
File Edit Connection Setup Macro Window Help
TJQPQCRE **** RESERVE QUALITY CONTROL **** 07/26/2006
TUMIOA ENTER NEXT SSN: ENTER CATG: SEQ NBR: 08:52:15
SSN: NAME: PAGE: 01
RUC: COMP NY CODE: 3 PRES-GRADE: E8 RECSTAT: 0 COMP CODE: KM
PLT CODE: MOBI TRNGRP: B R-RECSTAT: 7 RCOMP CODE: KF
SRB/MED: AX RES RUC: REENL: 1A PGDOR: 20040701
RES MCC: HAB STR CAT: 0 EFF DT: 20040701
DOB: 19641120 FRUC: FURUC: DAFC: 00000000
*** SEP DATA ** LCN:
CHK MAIL: 1
PEBD: 19820407 **** SGLI ****
DOEAF: 19820407 CODE: 99509
UD DT: 00000000 ADMOS1: FDATE: 20030127 DOE: 20040827 FROM: 20060701
RUC: ADMOS2: EOS: 19880927 TO: 00000000
BMOS: 9916 R-ECC: 20070826 BAL: $28.00
********** INDIVIDUAL LOCATION DATA **********
STREET:
640810000 JOINED: 20030127
TRANS: 20030126
DISCH: 19980626
COND: 0 VALID DATE: JD DTE: 20010924
PF1 - HELP
Start
Inbox - Microsoft Outlook
msn-ftp_stl_disa_mil(...
Microsoft Office PowerPoi...
8:53

Active Duty Record Status “0” = Active Status.

Reserve Record Status “7” = Mobilization

Comp Code “KM” = Reserve Presidential Call-up

Reserve Comp Code “KF” = SMCR assigned to IMA Program.

Remarks

- Numeric Pay Codes (APSM)
- ADR Line (Authority Date Remark)
- Sequence number
- Kill Date
- To and From date

Remarks

- **<u>Most common remarks to check in MCTFS are</u>:**

- D601* Prime Pay Status (APSM Appendix B)
- D609 Res Pay Status (APSM Appendix B)
- D600 Pay Group/Comp Codes (Codes Manual)
- QCRE/QCAC
- ENLM screen (this is not a remark)

- **<u>Questions you should ask yourself are</u>:**
- **Are the remarks closed? Open? Dates reversed/swopped? Answering these questions will give you the Status of the remark.**

- Depending on whether remark is open or closed will determine the
- appropriate action you will take for that particular remark.

- If dates are reversed/swopped, the data once there has been deleted/removed and no longer applies. Any monies involved will be either debited or credited.

  *Prime 'To Date' is always open.

Numeric Pay Codes

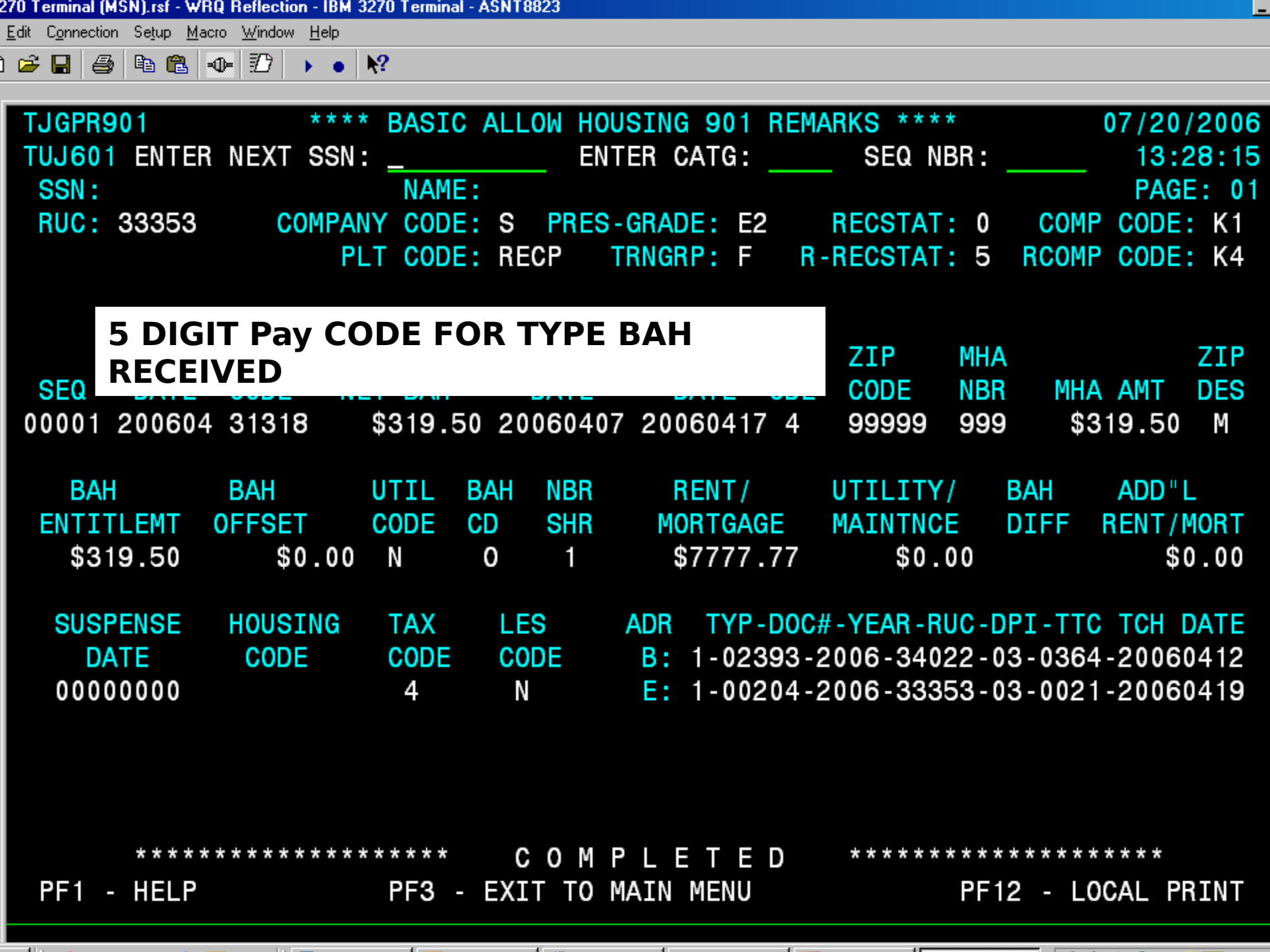
On each pay remark is a five digit numeric pay entitlement code. This code identifies what entitlement member is receiving for that particular remark.

(Do not confuse Pay 'Status' Codes D601/D609 Remarks with Pay 'numeric' Codes.)

For example:

D901 Basic Housing Allowance remark '31318' is the code for BAH W/O Depn. Reservist on AD, IADT.

These five digit codes are found in the APSM Appendix E. (remember BAH is now located in JFTR vice DOD FMR)


270 Terminal (MSN).rsf - WRQ Reflection - IBM 3270 Terminal - ASNT8823
Edit Connection Setup Macro Window Help
TJGPR901 **** BASIC ALLOW HOUSING 901 REMARKS **** 07/20/2006
TUJ601 ENTER NEXT SSN: _____ ENTER CATG: ____ SEQ NBR: _____ 13:28:15
SSN: NAME: PAGE: 01
RUC: 33353 COMPANY CODE: S PRES-GRADE: E2 RECSTAT: 0 COMP CODE: K1
PLT CODE: RECP TRNGRP: F R-RECSTAT: 5 RCOMP CODE: K4
5 DIGIT Pay CODE FOR TYPE BAH RECEIVED
SEQ ZIP CODE MHA NBR MHA AMT ZIP DES
00001 200604 31318 $319.50 20060407 20060417 4 99999 999 $319.50 M
BAH ENTITLEMT BAH OFFSET UTIL CODE BAH CD NBR SHR RENT/ MORTGAGE UTILITY/ MAINTNCE BAH DIFF ADD"L RENT/MORT
$319.50 $0.00 N 0 1 $7777.77 $0.00 $0.00
SUSPENSE DATE HOUSING CODE TAX CODE LES CODE ADR TYP-DOC#-YEAR-RUC-DPI-TTC TCH DATE
00000000 4 N B: 1-02393-2006-34022-03-0364-20060412
E: 1-00204-2006-33353-03-0021-20060419
********** COMPLETED **********
PF1 - HELP PF3 - EXIT TO MAIN MENU PF12 - LOCAL PRINT

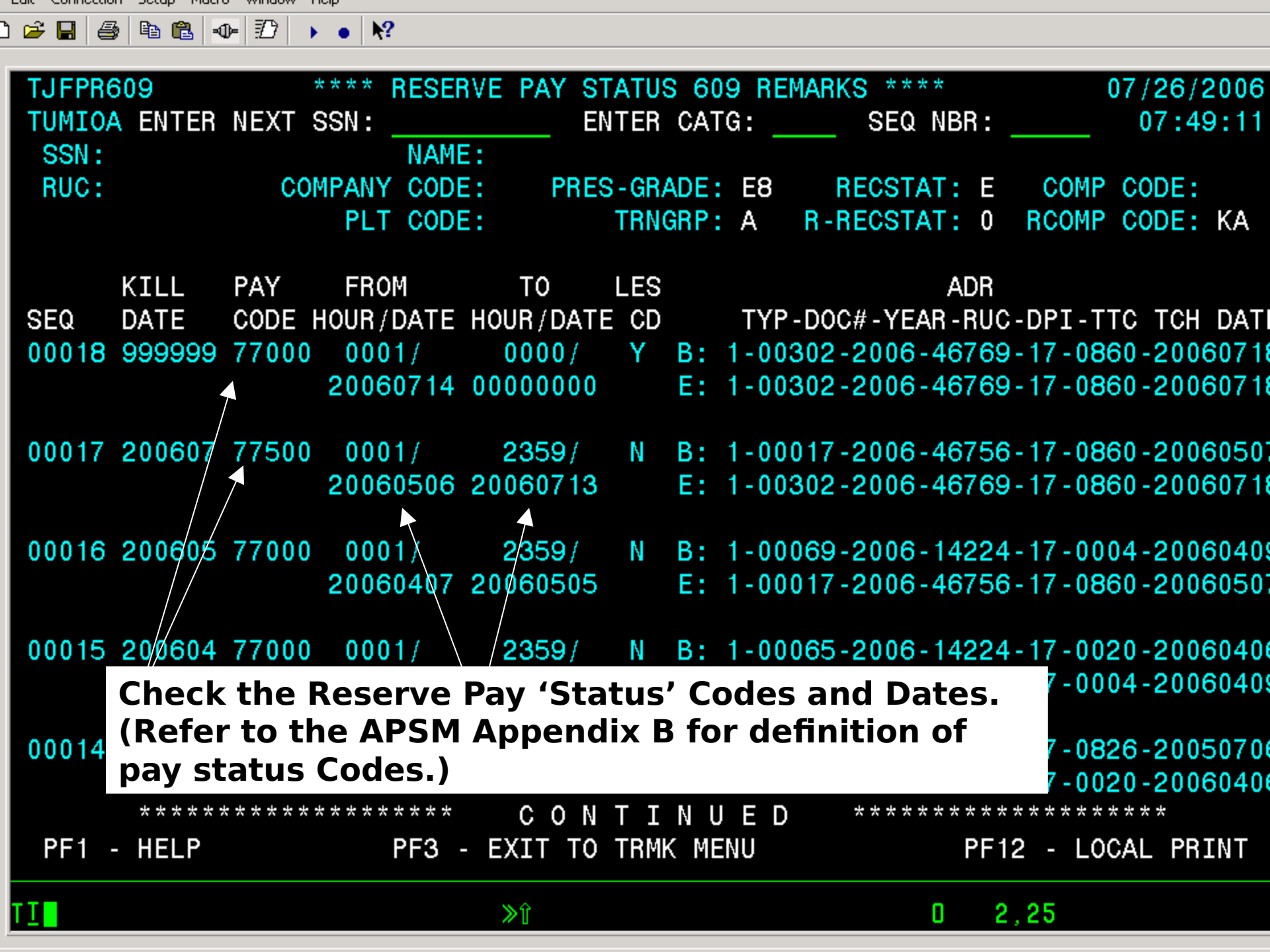
ADR Line (Authority Date Remark)

- The first byte of the ADR identifies the authority by which the action was taken.

- Authority Codes are as follows:

- '1' = Administrative (this is you)
- '2' = Disbursing
- '4' = HQMC
- '6' = JAM
- '8' = Utility (DFAS process)
- '9' = System Generated

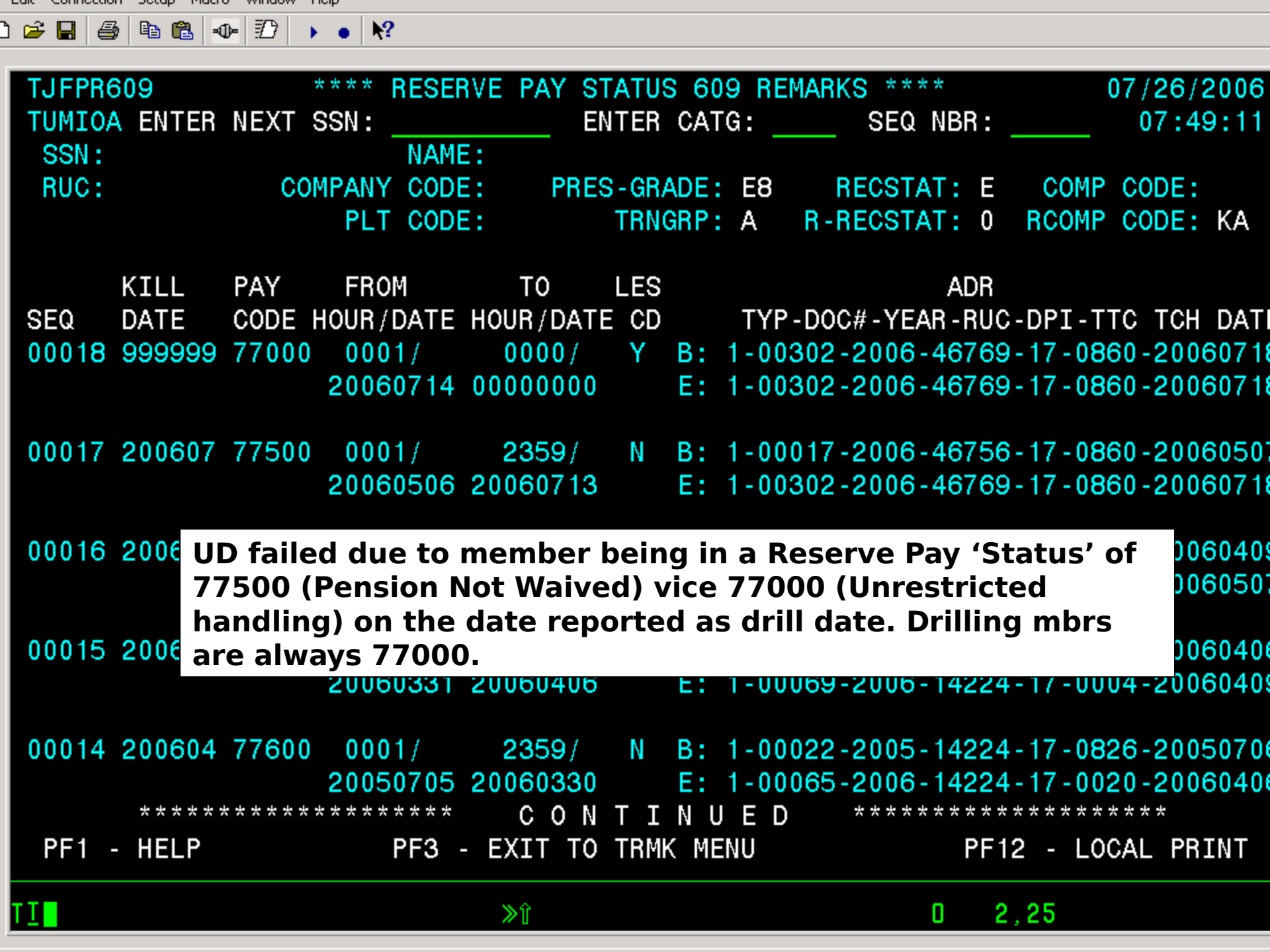
- B and E under ADR stands for 'Begin' and 'End'.


TJFPR609 **** RESERVE PAY STATUS 609 REMARKS **** 07/26/2006
TUMIOA ENTER NEXT SSN: ENTER CATG: SEQ NBR: 07:49:11
SSN: NAME:
RUC: COMPANY CODE: PRES-GRADE: E8 RECSTAT: E COMP CODE:
PLT CODE: TRNGRP: A R-RECSTAT: 0 RCOMP CODE: KA
SEQ KILL DATE PAY CODE FROM HOUR/DATE TO HOUR/DATE LES CD ADR TYP-DOC#-YEAR-RUC-DPI-TTC TCH DATE
00018 999999 77000 0001/20060714 0000/00000000 Y B: 1-00302-2006-46769-17-0860-2006071
E: 1-00302-2006-46769-17-0860-2006071
00017 200607 77500 0001/20060506 2359/20060713 N B: 1-00017-2006-46756-17-0860-2006050
E: 1-00302-2006-46769-17-0860-2006071
00016 200605 77000 0001/20060407 2359/20060505 N B: 1-00069-2006-14224-17-0004-2006040
E: 1-00017-2006-46756-17-0860-2006050
00015 200604 77000 0001/ 2359/ N B: 1-00065-2006-14224-17-0020-2006040
-0004-2006040
00014
-0826-2005070
-0020-2006040
Check the Reserve Pay 'Status' Codes and Dates. (Refer to the APSM Appendix B for definition of pay status Codes.)
CONTINUED
PF1 - HELP PF3 - EXIT TO TRMK MENU PF12 - LOCAL PRINT
TI
0 2,25

Appendix B of the APSM

77777	Any	PLC back to college
88888	Any	Inactive record SSN change
90000	Any	ECC expired
99999		Separated

RESERVE PAY STATUS	DESCRIPTION
55555	Retired from active duty or reserve
55800	Deceased retired
77000	Unrestricted handling
71200	Awaiting results PE Board
72100	UA
72105	UA excused
72200	IHCA
77100/97100*	IRR/Transfer from SMCR/IMA/MTU to IRR
77110	Standby reserve
77200	IADT/Transfer to IADT
77300	EAD/Transfer to EAD
77400	AD/Transfer to AD excess 30 days
77500	Pension not waived
77600	Mobilized
97000*	Expired ECC
97999	Separated



UD failed due to member being in a Reserve Pay 'Status' of 77500 (Pension Not Waived) vice 77000 (Unrestricted handling) on the date reported as drill date. Drilling mbrs are always 77000.

File Edit View Insert Format Tools Slide Show Window Help

Type a question for help

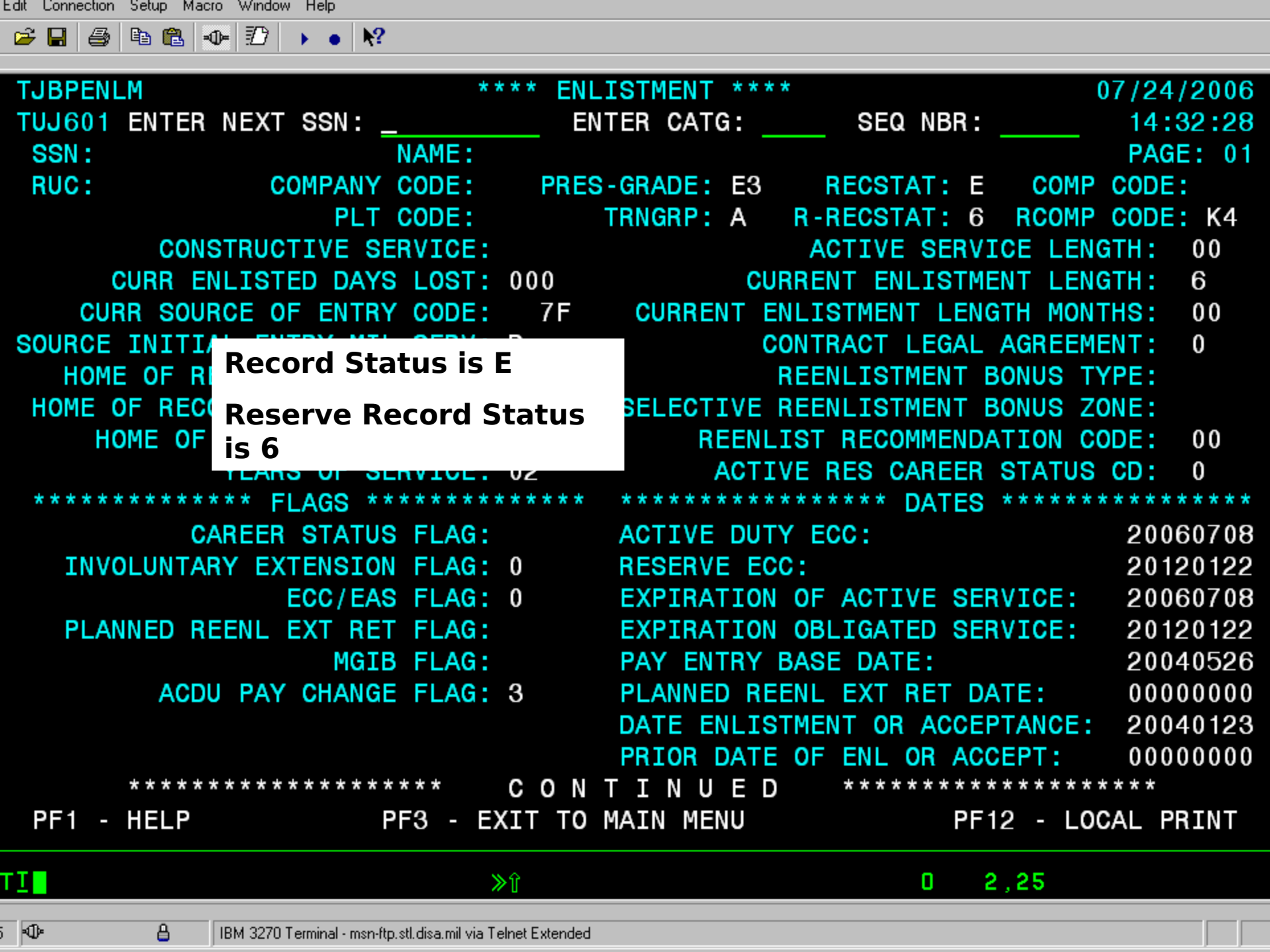
Terminal (MSN).rsf - WRQ Reflection - IBM 3270 Terminal - ASNT0175

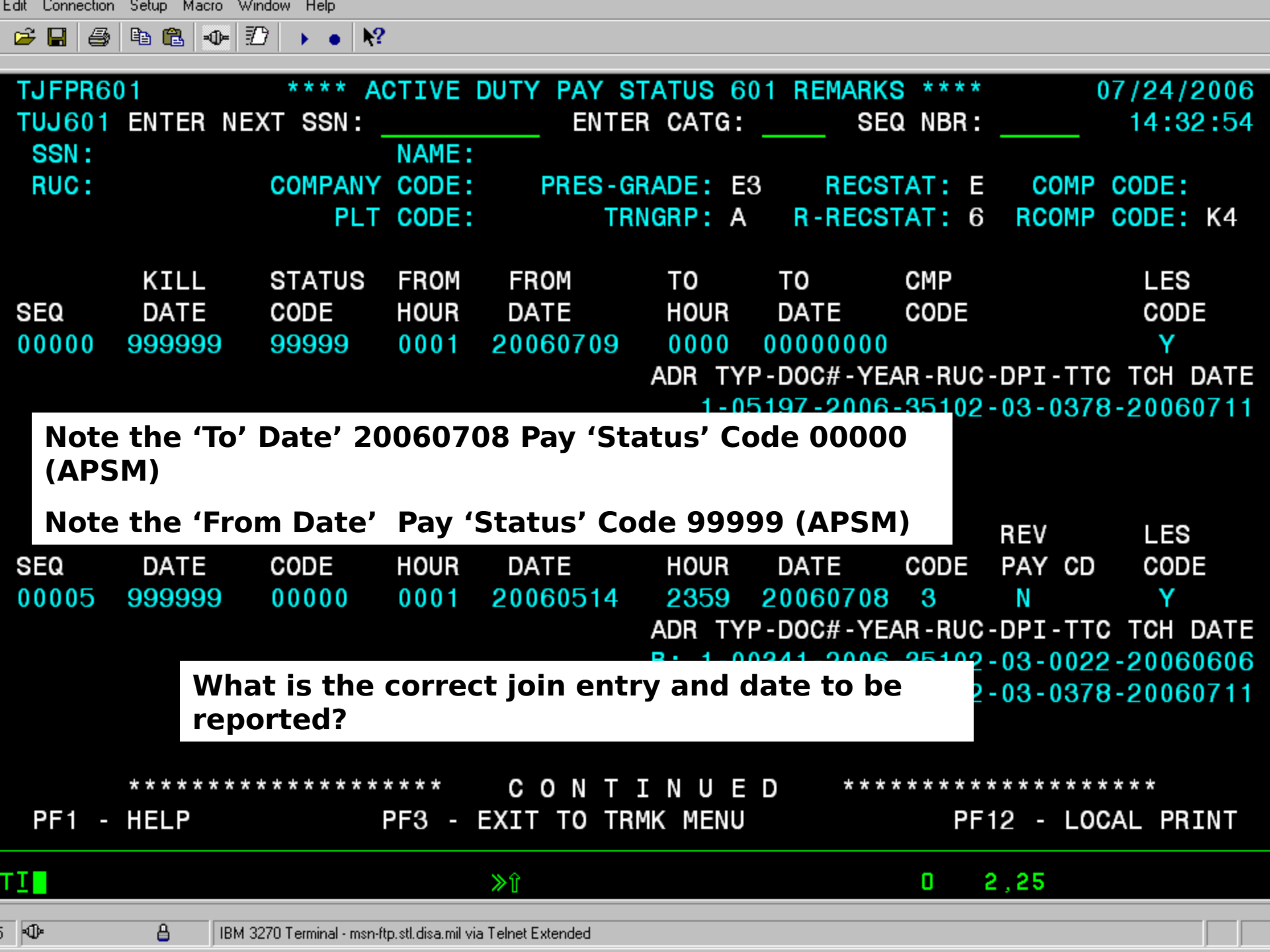
it Connection Setup Macro Window Help

```
TDRPKY23-1              (MCTFS) DIARY RETRIEVAL SYSTEM              07/21/2006
TUJ601  SSN:              NAME: I                          INITS: MEA  13:10:34
-------------------------------------------------------------------------------
RUC/       DIARY/PAYROLL      EFF      ACT      DO    CYC   CODES   ADV ANALYST
DSSN  DPI  NUMBER    DATE     DATE     DATE     RUC   NR    CP/CR/TY ERR CODE
-------------------------------------------------------------------------------
21831 00   000882006 20060713 20060709 20060709 21831 123   3      T    AG
TTC: 0020 - 20060709 JOIN RUC 21831 MCC SDN DU FR ACTIVE DUTY IDT REQ 48
HIST: NONE
ADC-NR: 0602351 - JOIN NOT PROCESSED. ACTIVE DUTY RUC MUST REPORT DROP FROM
ACTIVE DUTY.
- - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - -
21831 00   000892006 20060714 20060709 20060709 21831 125   3      T    42
TTC: 0020 - 20060709 JOIN RUC 21831 MCC SDN DU FR RELACDU IDT REQ 48
HIST:  CYCLE 123 DATED 2006/07/13
ADC-NR: 0634804 - INVALID JOIN ENTRY, MASTER RECORD REFLECTS MEMBER IN A
DIFFERENT RECORD STATUS.
- - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - -
                  * * * * * * * * C O M P L E T E D * * * * * * * *   PAGE - 01
```

Both join entries failed. English statement, option 23 states why

UD/MIPS - Navigator


Edit Connection Setup Macro Window Help
TJBPENLM **** ENLISTMENT **** 07/24/2006
TUJ601 ENTER NEXT SSN: _____ ENTER CATG: ____ SEQ NBR: _____ 14:32:28
SSN: NAME: PAGE: 01
RUC: COMPANY CODE: PRES-GRADE: E3 RECSTAT: E COMP CODE:
PLT CODE: TRNGRP: A R-RECSTAT: 6 RCOMP CODE: K4
CONSTRUCTIVE SERVICE: ACTIVE SERVICE LENGTH: 00
CURR ENLISTED DAYS LOST: 000 CURRENT ENLISTMENT LENGTH: 6
CURR SOURCE OF ENTRY CODE: 7F CURRENT ENLISTMENT LENGTH MONTHS: 00
CONTRACT LEGAL AGREEMENT: 0
REENLISTMENT BONUS TYPE:
SELECTIVE REENLISTMENT BONUS ZONE:
REENLIST RECOMMENDATION CODE: 00
ACTIVE RES CAREER STATUS CD: 0
Record Status is E
Reserve Record Status is 6
********** FLAGS **********
CAREER STATUS FLAG:
INVOLUNTARY EXTENSION FLAG: 0
ECC/EAS FLAG: 0
PLANNED REENL EXT RET FLAG:
MGIB FLAG:
ACDU PAY CHANGE FLAG: 3
********** DATES **********
ACTIVE DUTY ECC: 20060708
RESERVE ECC: 20120122
EXPIRATION OF ACTIVE SERVICE: 20060708
EXPIRATION OBLIGATED SERVICE: 20120122
PAY ENTRY BASE DATE: 20040526
PLANNED REENL EXT RET DATE: 00000000
DATE ENLISTMENT OR ACCEPTANCE: 20040123
PRIOR DATE OF ENL OR ACCEPT: 00000000
********** C O N T I N U E D **********
PF1 - HELP PF3 - EXIT TO MAIN MENU PF12 - LOCAL PRINT
TI
0 2,25
IBM 3270 Terminal - msn-ftp.stl.disa.mil via Telnet Extended


Edit Connection Setup Macro Window Help
TJFPR601 **** ACTIVE DUTY PAY STATUS 601 REMARKS **** 07/24/2006
TUJ601 ENTER NEXT SSN: _____ ENTER CATG: ____ SEQ NBR: _____ 14:32:54
SSN: NAME:
RUC: COMPANY CODE: PRES-GRADE: E3 RECSTAT: E COMP CODE:
PLT CODE: TRNGRP: A R-RECSTAT: 6 RCOMP CODE: K4
SEQ KILL DATE STATUS CODE FROM HOUR FROM DATE TO HOUR TO DATE CMP CODE LES CODE
00000 999999 99999 0001 20060709 0000 00000000 Y
ADR TYP-DOC#-YEAR-RUC-DPI-TTC TCH DATE
1-05197-2006-35102-03-0378-20060711
Note the 'To' Date' 20060708 Pay 'Status' Code 00000 (APSM)
Note the 'From Date' Pay 'Status' Code 99999 (APSM)
SEQ DATE CODE HOUR DATE HOUR DATE CODE REV PAY CD LES CODE
00005 999999 00000 0001 20060514 2359 20060708 3 N Y
ADR TYP-DOC#-YEAR-RUC-DPI-TTC TCH DATE
-03-0022-20060606
-03-0378-20060711
What is the correct join entry and date to be reported?
********** C O N T I N U E D **********
PF1 - HELP PF3 - EXIT TO TRMK MENU PF12 - LOCAL PRINT
TI
0 2,25
IBM 3270 Terminal - msn-ftp.stl.disa.mil via Telnet Extended

EXAMPLES

- **BAH – CHAN, STRT, STOP**

  Remember, must stop what is already going prior to starting another type

- **BAS Monthly**

  Unless prior to Jan 2005, no more RIKNA

- **LEAVE (as with most remarks)**

  When DEL/ERR, or removing leave from MCTFS, remember last in, first out. Cannot jump over dates. Always follow the dates/time given on the D611 remark.

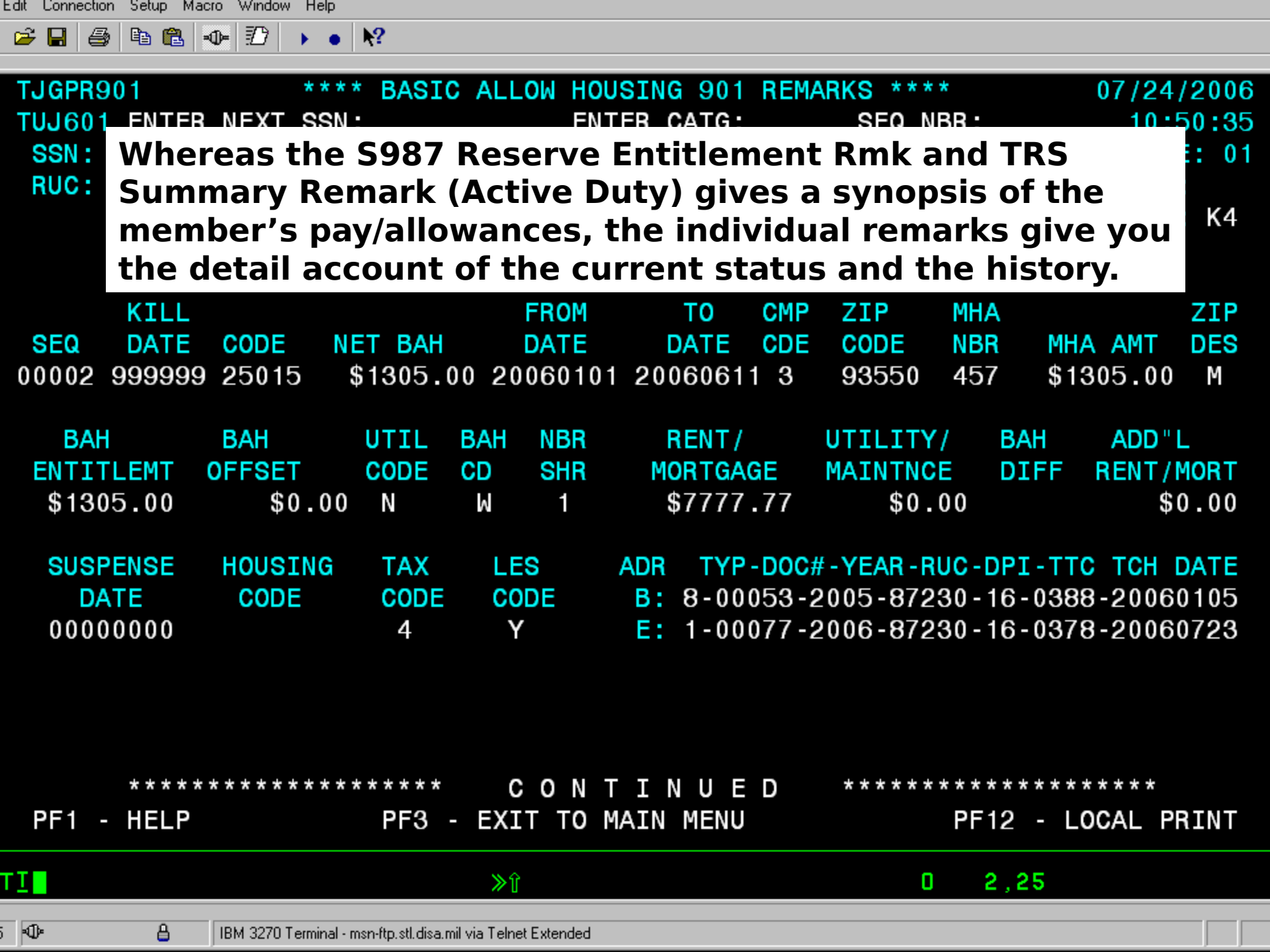
File Edit Connection Setup Macro Window Help

```
TJFPR987          **** RESERVE ENTITLEMENT 987 REMARKS ****          07/24/200
TUJ601 ENTER NEXT SSN: _________  ENTER CATG: ____  SEQ NBR: _____    10:48:0
 SSN:                      NAME:
 RUC:              COMPANY CODE:    PRES-GRADE: E3    RECSTAT: E   COMP CODE:
                       PLT CODE:      TRNGRP: A   R-RECSTAT: 0  RCOMP CODE: K4
      ADJ          PAY YRS                FROM      TO                TSP  CMP     BEG
SEQ   CODE CODE    GDE SVC    RATE        DATE      DATE    AMOUNT    FLAG CDE   TCH DA
00113      57202   E3  03      $28.00 00000000 20060731    -$28.00         4   200607
00112  1   57209   E3  02      $16.25 00000000 20050601     $16.25         4   200506
00111      55286   E3  02     $371.40 20050520 20050522     $37.14         4   200506
00110
00109
00108
00107
00106
00105
00104
00103
00102      55200   E3  02    $1547.70 00000000 20050417    $103.18         4   200504
00101      55200   E3  02    $1547.70 00000000 20050416    $103.18         4   200504
00100      55200   E3  02    $1547.70 00000000 20050415    $103.18         4   200504

          **********    C O N T I N U E D    **********
 PF1 - HELP            PF3 - EXIT TO TRMK MENU          PF12 - LOCAL PRINT

TI                          »⇧                      0   2,25
```

S987 remark is to Reserves as TRS Summary Rmk is to Active Duty. Gives an overview/synopsis of pay, allowances and adjustments. Adj Code ‘1’ signifies that an adjustment was made concerning that item – that item has been removed/deleted. Checking diary retrieval will identify action that made that adjustment.


Edit Connection Setup Macro Window Help
TJGPR901 **** BASIC ALLOW HOUSING 901 REMARKS **** 07/24/2006
TUJ601 ENTER NEXT SSN: ENTER CATG: SEQ NBR: 10:50:35
SSN:
RUC:
K4
Whereas the S987 Reserve Entitlement Rmk and TRS Summary Remark (Active Duty) gives a synopsis of the member's pay/allowances, the individual remarks give you the detail account of the current status and the history.
SEQ KILL DATE CODE NET BAH FROM DATE TO DATE CMP CDE ZIP CODE MHA NBR MHA AMT ZIP DES
00002 999999 25015 $1305.00 20060101 20060611 3 93550 457 $1305.00 M
BAH ENTITLEMT BAH OFFSET UTIL CODE BAH CD NBR SHR RENT/ MORTGAGE UTILITY/ MAINTNCE BAH DIFF ADD"L RENT/MORT
$1305.00 $0.00 N W 1 $7777.77 $0.00 $0.00
SUSPENSE DATE HOUSING CODE TAX CODE LES CODE ADR TYP-DOC#-YEAR-RUC-DPI-TTC TCH DATE
00000000 4 Y B: 8-00053-2005-87230-16-0388-20060105
E: 1-00077-2006-87230-16-0378-20060723
********** CONTINUED **********
PF1 - HELP PF3 - EXIT TO MAIN MENU PF12 - LOCAL PRINT
TI
0 2,25
IBM 3270 Terminal - msn-ftp.stl.disa.mil via Telnet Extended

RESEARCH

For reservists, the D917 is the remark to check for the BAH entitlement in MCTFS. Member must have an open remark for TTC 801 to process. If the remark is not open, report the correct BAH entitlement and then report 801.

RUC: 21833 COMPANY CODE: B PRES-GRADE: E5 RECSTAT: E COMP CODE:
PLT CODE: HQHQ TRNGRP: A R-RECSTAT: 0 RCOMP CODE: KA

SEQ	KILL DATE	PAY CODE	AMOUNT	FROM DATE	TO DATE	CMP CDE	SYS CD	TAX CD	LES CD
00013	200812	55287	$0.00	20081006	20081121			4	N

ADR TYP-DOC#-YEAR-RUC-DPI-TTC TCH DATE
B: 1-88888-2008-88801-17-0020-20081008
E: 1-88888-2008-88801-17-0378-20081201

SEQ	KILL DATE	PAY CODE	AMOUNT	FROM DATE	TO DATE	CMP CDE	SYS CD	TAX CD	LES CD
00012	200809	25017	$8.70	20070427	20080826	4	T	4	N

ADR TYP-DOC#-YEAR-RUC-DPI-TTC TCH DATE
B: 1-02868-2007-45683-03-0020-20070503
E: 1-16660-2008-45683-03-0388-20080827

RESEARCH

RUC: 14334 COMPANY CODE: H PRES-GRADE: E2 RECSTAT: E COMP CODE:
PLT CODE: HQPL TRNGRP: A R-RECSTAT: 0 RCOMP CODE: K4

SEQ	KILL DATE	PAY CODE	AMOUNT	FROM DATE	TO DATE	CMP CDE	SYS CD	TAX CD	LES CD
00004	999999	55286	$0.00	20090424	00000000		4		Y

ADR TYP-DOC#-YEAR-RUC-DPI-TTC TCH DATE
B: 1-00067-2009-14334-17-0020-20090428
E: 1-00067-2009-14334-17-0020-20090428

SEQ	KILL DATE	PAY CODE	AMOUNT	FROM DATE	TO DATE	CMP CDE	SYS CD	TAX CD	LES CD
00003	200905	31319	$6.90	20090310	20090423	4	S	4	N

ADR TYP-DOC#-YEAR-RUC-DPI-TTC TCH DATE
B: 1-00028-2009-54065-02-0021-20090316
E: 1-00043-2009-54065-02-0378-20090424

RESEARCH

RUC: 88831 COMPANY CODE: S PRES-GRADE: O5 RECSTAT: E COMP CODE:
PLT CODE: TRAN TRNGRP: B R-RECSTAT: 0 RCOMP CODE: KF

SEQ	KILL DATE	PAY CODE	AMOUNT	FROM DATE	TO DATE	CMP CDE	SYS CD	TAX CD	LES CD
00002	999999	55185	$0.00	20030907	00000000		4		Y

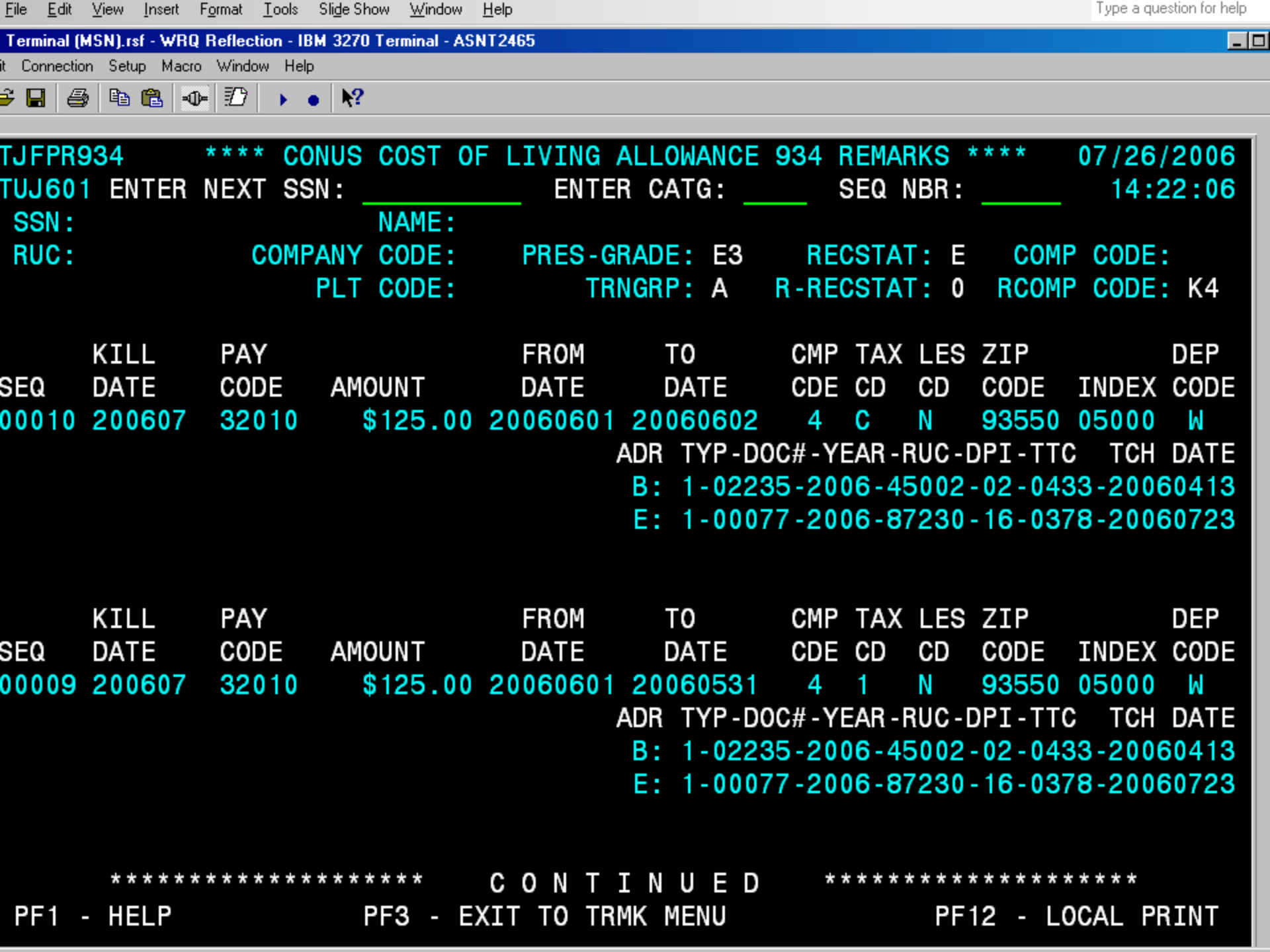
ADR TYP-DOC#-YEAR-RUC-DPI-TTC TCH DATE
B: 1-00065-2003-75301-17-0020-20030922
E: 8-00065-2003-75301-17-0020-20030922

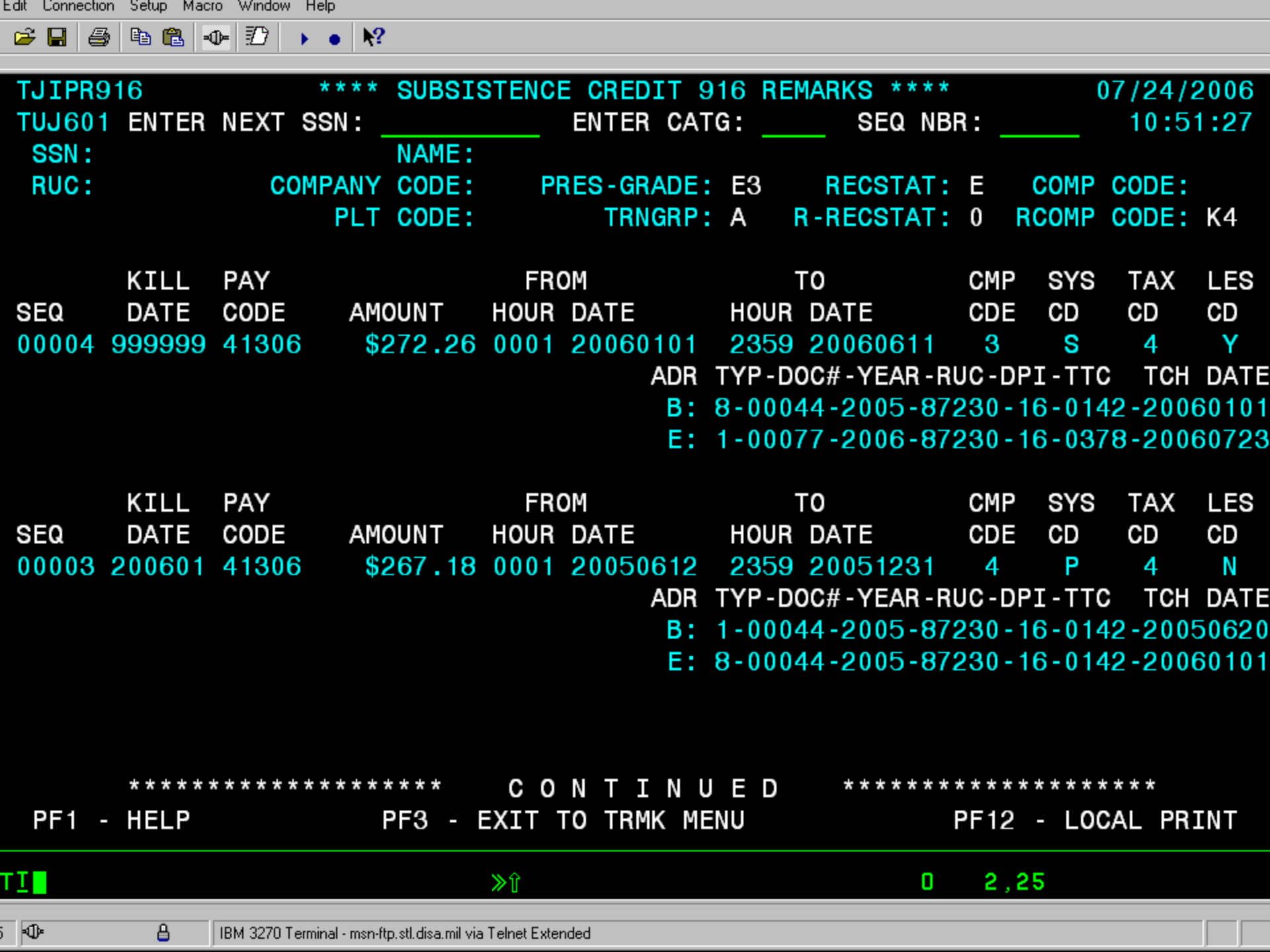
D917 Remark – Reserve BAH

- Learn the pay codes for your reserve BAH entitlements:

- BAH Partial 55287 Enlisted 55187 Officer
- BAH W/O 55286 Enlisted 55186 Officer
- BAH W 55285 Enlisted 55185 Officer

- Checking the BAH remark in MCTFS D917, if the pay code for BAH is 55286 or 55186 BAH W/O, when the TTC 801 is reported, the BAH is automatically generated like the BAS.
- If the pay code for BAH is 55287/55187, you will have to report the credit BAH W/O after the TTC 801 has posted.
- If the pay code for BAH is 55285/55185 BAH W, the BAH will be automatically generated when the TTC 801 is reported.


File Edit View Insert Format Tools Slide Show Window Help
Type a question for help
Terminal (MSN).rsf - WRQ Reflection - IBM 3270 Terminal - ASNT2465
it Connection Setup Macro Window Help
TJFPR934 **** CONUS COST OF LIVING ALLOWANCE 934 REMARKS **** 07/26/2006
TUJ601 ENTER NEXT SSN: _____ ENTER CATG: ____ SEQ NBR: _____ 14:22:06
SSN: NAME:
RUC: COMPANY CODE: PRES-GRADE: E3 RECSTAT: E COMP CODE:
PLT CODE: TRNGRP: A R-RECSTAT: 0 RCOMP CODE: K4
SEQ KILL DATE PAY CODE AMOUNT FROM DATE TO DATE CMP CDE TAX CD LES CD ZIP CODE INDEX DEP CODE
00010 200607 32010 $125.00 20060601 20060602 4 C N 93550 05000 W
ADR TYP-DOC#-YEAR-RUC-DPI-TTC TCH DATE
B: 1-02235-2006-45002-02-0433-20060413
E: 1-00077-2006-87230-16-0378-20060723
SEQ KILL DATE PAY CODE AMOUNT FROM DATE TO DATE CMP CDE TAX CD LES CD ZIP CODE INDEX DEP CODE
00009 200607 32010 $125.00 20060601 20060531 4 1 N 93550 05000 W
ADR TYP-DOC#-YEAR-RUC-DPI-TTC TCH DATE
B: 1-02235-2006-45002-02-0433-20060413
E: 1-00077-2006-87230-16-0378-20060723
********** C O N T I N U E D **********
PF1 - HELP PF3 - EXIT TO TRMK MENU PF12 - LOCAL PRINT


Edit Connection Setup Macro Window Help
TJIPR916 **** SUBSISTENCE CREDIT 916 REMARKS **** 07/24/2006
TUJ601 ENTER NEXT SSN: _____ ENTER CATG: ____ SEQ NBR: _____ 10:51:27
SSN: NAME:
RUC: COMPANY CODE: PRES-GRADE: E3 RECSTAT: E COMP CODE:
PLT CODE: TRNGRP: A R-RECSTAT: 0 RCOMP CODE: K4
SEQ KILL DATE PAY CODE AMOUNT FROM HOUR DATE TO HOUR DATE CMP CDE SYS CD TAX CD LES CD
00004 999999 41306 $272.26 0001 20060101 2359 20060611 3 S 4 Y
ADR TYP-DOC#-YEAR-RUC-DPI-TTC TCH DATE
B: 8-00044-2005-87230-16-0142-20060101
E: 1-00077-2006-87230-16-0378-20060723
SEQ KILL DATE PAY CODE AMOUNT FROM HOUR DATE TO HOUR DATE CMP CDE SYS CD TAX CD LES CD
00003 200601 41306 $267.18 0001 20050612 2359 20051231 4 P 4 N
ADR TYP-DOC#-YEAR-RUC-DPI-TTC TCH DATE
B: 1-00044-2005-87230-16-0142-20050620
E: 8-00044-2005-87230-16-0142-20060101
********** C O N T I N U E D **********
PF1 - HELP PF3 - EXIT TO TRMK MENU PF12 - LOCAL PRINT
TI
0 2,25
IBM 3270 Terminal - msn-ftp.stl.disa.mil via Telnet Extended

APPROPRIATE ACTION

- Research is completed
- Status determined –
- Lastly, decision of what will be the appropriate action (if any) to take.

- Having taken the proper steps to research the problem thoroughly, you will know what to report on diary to correct the situation - whether it be a join entry, CHAN BAH entry, etc. Or, in some cases involving advisories, it may not be any action required at all.

SUMMARY

- Research is the first step in reporting entries on
- any member or working DFRs/Advisories.

- Must determine the status before you can
- determine what the appropriate action will be.

- Lastly, take the appropriate action.

- Without checking/researching the record in MCTFS and
- using the reference manuals to determine status, coming
- to the appropriate answer is a shot in the dark.

Questions

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For questions or comments contact your MISSO at https://ips.usmc.mil/sites/missa/default.aspx or misso-16-17@usmc.mil